



THE GEORGIA ARCHIVES

KAREN HANDEL, SECRETARY OF STATE

DAVID W. CARMICHEAL, DIRECTOR

Records and Information Management Services State Agency Specific Schedules For SOS

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Bicentennial Council of the Thirteen Original States Subject File	Documents relating to Georgia Commission for the National Bicentennial Celebration's relationship with the Council	Permanent		Permanent	Transfer to Archives for permanent retention	77-286
Certification of Acts and Resolutions Files	Documents relating to copies of Acts and Resolutions, Certified or otherwise	4 years		Temporary-Short Term		73-43

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Claims Advisory Board Compensation Resolution Case Files	Documents relating to processing of claims against the State of Georgia, its departments and agencies by the Claims Advisory Board	Permanent		Permanent	Transfer to Archives for permanent retention	79-133
Claims Advisory Board Inactive Claims Files	Documents relating to claims against the State, its departments and agencies, never processed due to cancellation by claimant or the Board determined to be insufficient for action	10 years		Temporary-Short Term		79-150
Enrolled Acts and Resolutions of the General Assembly	Documents relating to establishing laws for governing the State of Georgia	Permanent		Permanent	Transfer to Archives for permanent retention	73-7-A

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Flag Correspondence Files	Documents relating to requests for State Flags	Files 1972-Forward, 1 year; Files 1966-1971, Permanent			Transfer to Archives for permanent retention	108-A
General Assembly Bills & Resolutions	Documents relating to bills and resolutions created in the General Assembly	Permanent		Permanent	Transfer to Archives for permanent retention	73-381
General Subject File	Documents relating to general matters on Bicentennial; proposed projects; informational materials	Permanent		Permanent	Transfer to Archives for permanent retention	77-288
Georgia Bicentennial Commission Newspaper Clipping Files	Documents relating to publicizing projects and events relative to the Bicentennial celebration of the American Revolution in Georgia	Permanent		Permanent	Transfer to Archives for permanent retention	76-310

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
House and Senate Calendars	Documents relating to facilitating the flow of House and Senate bills and resolutions through the General Assembly and Governor's Office	Permanent		Permanent	Transfer to Archives for permanent retention	73-380
House and Senate Journals	Documents relating to proceedings in both houses of the General Assembly	Permanent		Permanent	Transfer to Archives for permanent retention	73-382
House and Senate Standing Committee Minute Books	Documents relating to the discussions of the various Standing Committees	Permanent		Permanent	Transfer to Archives for permanent retention	73-446
Index of General and Local Acts and Resolutions	Documents relating to the indexing of Acts and Resolution Acts of the General Assembly	Permanent		Permanent	Transfer to Archives for permanent retention	73-448

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Information Letters (Public Inquiry) File	Letters of inquiry and reply re: information about Georgia, the Capitol, historical information	1 year		Temporary-Short Term		164
Records Relating to Out of State Land Sales		20 years		Temporary-Long Term		140
Secretary of State Subject Files	Documents relating to all areas of responsibility and interest of the Secretary of State	Permanent		Permanent	Transfer to Archives for permanent retention	73-129
